Collecting and Reporting 2001 Physical Fitness Test Data
Suggestions for Districts

The following suggestions for collecting student performance results have been used by districts in past years. Districts may have other procedures they wish to use.

Suggested Options	Collecting and Reporting Process				
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**
I STUDENT RESULTS RECORDED BY HAND	District develops data collection form. (State provides sample forms.)	Teachers record performance task scores by hand.	District transfers data to electronic format and compiles results.	District provides results back to schools and teachers.	District sends data to state contractor.*
II STUDENT RESULTS ENTERED ON DATA-ENTRY WEB SITE	District develops data collection form. (State provides sample forms.)	Teachers record performance task scores by hand.	Teachers or district personnel enter data onto web site designed for on-line physical fitness test data entry. Data goes directly to the state.	District provides results back to schools and teachers.	See step 3.
III STUDENT RESULTS RECORDED ON SCANTRON FORMS	District develops scantron recording sheets.	Teachers record performance task scores on scantron sheets.	District compiles data electronically.	District provides results back to schools and teachers.	District sends data to state contractor.*
IV STUDENT RESULTS RECORDED ON FITNESSGRAM SOFTWARE	District uses Fitnessgram software. **(NOTE: do not use this option without first contacting Educational Data Systems.)**	Teachers record performance task scores on Fitnessgram software.	District exports data from Fitnessgram software into state format.	District and/or teacher use software to create student and parent results.	District sends data to state contractor.*
V OUTSIDE AGENCY CONTRACTED	District contracts with one of many service-for-fee scanning and data-entry services.	Teachers record performance task scores by hand or on scantron sheets, depending on agreement with contracted agency.	Contracted agency compiles data electronically.	Depending upon agreement, agency provides district and schools with results.	Agency sends data to state contractor, or sends data back to district and district sends data to state contractor.*

Additional information about these options will be provided in the follow-up memorandum sent in September 2000.

* See "Electronic Reporting Options/Directions for 2001 Physical Fitness Test"

Electronic Reporting Options/Directions for 2001 Physical Fitness Test

Reporting Local Data

Once the data from physical fitness testing has been collected for each school in the district, one of the following options must be selected to report the data for statewide analysis and reporting:

1. **Internet data entry into a database.** The district representative enters individual student data one-by-one into a web page data collection form. To select this option you must call or e-mail Educational Data Systems with your request. A confirmation will be sent to you at the district office address along with a secure Personal Identification Number (PIN). For complete instructions and for entering data, the Internet web address is http://207.87.22.181/fitness/2001 (Internet).

2. **ASCII text files sent via FTP.*** Individual student data are compiled by the district into one large file and sent via File Transfer Protocol (FTP). To send an ASCII file via FTP, you must call or e-mail your request for access from Educational Data Systems using the phone number or e-mail address listed at the end of this document. An account and password will be given to you and the file transfer confirmed upon receipt.

3. **ASCII text files attached to e-mail.*** Individual student data are compiled by the district into one large file, then attached to an e-mail message to Educational Data Systems. The e-mail address is listed at the end of this document. Files larger than two megabytes (approximately 8,200 students) should be sent by Option 2 or 4.

4. **Computer tape (EBDIC), CD-ROM (ASCII), or diskette (ASCII) in standardized format flat files.*** Individual student data are compiled by the district, then stored on computer tape, CD-ROM, or diskette and forwarded to Educational Data Systems at the address at the end of this document.

Submission Deadline

Data will be collected in spring 2001 and must be submitted by July 31, 2001, to:

Educational Data Systems
Attn: Physical Fitness Test
15850 Concord Circle, Suite A
Morgan Hill, CA 95037-5451
FAX: (408) 776-7696

Questions should be directed to Vicky MaGee, Fitness Project Manager, Education Data Systems, at:

Toll Free: 1-800-532-4424
Telephone: 408-776-7646
Fax: 408-776-7696
E-mail: fitness@eddata.com
Website: http://207.87.22.181/fitness/2001

*Please read the enclosed "Record Layout" section for details on the file specifications required for this option. To facilitate compiling data into the standardized format, you may download a pre-programmed template (in four different formats) from the web page. The format options include Excel 6.0 or 5.0; or Access '97 or Access 2.0. Note: you must have MS Excel or MS Access application programs on your PC to run these template files.